

Garnishment – No Vendor in HRMS


Transaction Code:
PA30

Purpose	Use this procedure to create a one-time garnishment deduction for an employee.
Trigger	Perform this procedure when the garnishment vendor is not established in HRMS.
Prerequisites	The requesting vendor is infrequently used and does not have a vendor number in HRMS.
End User Roles	In order to perform this transaction you must be assigned the following role: Payroll Processor, Payroll Supervisor, Payroll Analyst










Change History	Change Description
1/07/2009	Procedure created.

Menu Path Human Resources → Personnel Management → Administration → HR Master Data
→ Maintain

Transaction Code PA30

Helpful Hints	 Creating a deduction using the <i>Garnishment</i> Document (1094) and using vendor number 9999999 is not applicable for this procedure. This vendor number is reserved for processing Writs of garnishment only. This process described in this document will deposit the monies into GL5199 where the agency will use the A19 process to create a vendor warrant to pay the garnishing vendor.
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The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to validate and proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

Procedure

1. Start the transaction using the above menu path or transaction code **PA30**.

HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 629438
 Name SMITH CURTIS P
 PersArea 2250 Washington State Patrol EEGroup B Civil Service Exempt
 PSubarea 00VA Commission Off EESubgroup 18 M-OT Elig>Shift Status Active


Find by
 Person
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 Free search
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Basic Personal Data Payroll Benefits Time Recording Addtl. Person...

Infotype text E...
 Actions ✓
 Organizational Assignment ✓
 Personal Data ✓
 Addresses ✓
 Planned Working Time ✓
 Basic Pay ✓
 Contract Elements ✓
 Date Specifications ✓
 Family/Related Person ✓

Period
 Period
 From To
 Today Curr.week
 All Current month
 From curr.date Last week
 To Current Date Last month
 Current Period Current Year
 Choose

Direct selection
 Infotype STy

2. Click the **Payroll** tab to select.
3. Select the blue box to the left of **Additional Payments** to select.
4. Click  (Create) to create a new record.

Infotype Edit Goto Extras System Help

Create Additional Payments (0015)

Personnel No. 629438 Name SMITH CURTIS P

PersArea 2250 Washington State Patrol EEGroup B Civil Service Exempt

PSubarea 00VA Commission Off EESubgroup 18 M-OT Elig>Shift Status Active

Additional Payments

Wage Type

Amount USD

Number/unit

Date of origin 01/31/2009

Default Date

Assignment Number

Reason for Change

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5. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Wage type	R	This is an object in Payroll and Personnel Administration which stores amounts or time units that are used to calculate pay and deductions, store results, and determine statistics. It separates amounts and time units for various business processes. It enables the system to process amounts and time units in different ways during the payroll run. Example: 3100 (Agency Reimbursement)
Amount	R	It is the total dollar value of a wage type. Example: 135.28
Date of origin	R	This is a field on Additional Payments infotype used to record the date on which the payment or deduction is effective. The payment or deduction will be processed in the pay period

		<p>during which the date of origin falls.</p> <p> This date will default to the current pay period.</p> <p>Example: 01/31/2009</p>
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6. Click  (Enter) to validate the information. Verify you have accessed the correct employee record.

7. Click  (Save) to save.

 The system displays the message “Record created.”

8. You have completed this transaction.

Results
You have successfully created a one-time garnishment for a vendor that does not have a vendor number in HRMS.
Comments
Once payroll has processed, this will deposit the monies deducted to the General Ledger account 5199. Use OFM’s A19 vendor pay process for PAY1 to produce a warrant.